



CITY OF ATLANTA

Job Announcement

EQUIPMENT MAINTENANCE AND SAFETY OFFICER (D)*

STARTING SALARY: \$32,669

Salary Grade: 14

Applications Accepted From: June 13, 2005 Until June 24, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED and three years of purchasing, safety and equipment maintenance experience; or an equivalent combination of education, training and experience.

Licenses and Certificates

Possession of a valid Georgia Driver's License required. Possession of a Commercial Driver's License (CDL) at the time of appointment is preferred or must be obtained within the first six months. License must remain valid during tenure in this position. Verification required.

Duties of the Job:

This employee coordinates equipment maintenance and the safety functions of a division; assists in writing equipment specifications and coordinates equipment repair, replacement and disposition; analyzes division equipment needs; reviews budget requests for additional and replacement equipment; coordinates and ensures that equipment operators are trained on equipment and have appropriate licenses and/or certificates; oversees investigation of all accidents in the division; recommends corrective action on accident causes and safety hazards; develops accident reporting system; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants. Filling of this position is contingent upon funding approval by the Mayor and City Council for the 2005 Budget.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*There is a salary differential for shift work.